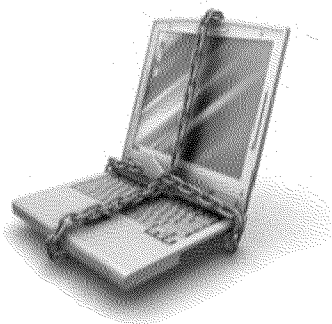


Litigation Hold Module



What is a Litigation Hold?

Today, government agencies must pay increasing attention to the preservation of evidence that may be relevant to reasonably anticipated litigation. The need to respond both accurately and appropriately to discovery and other information requests is critical to EPA's ability to meet its legal obligations.

When litigation is reasonably anticipated by the Agency



Litigation Hold

A litigation hold is initiated by a notice or communication through the EPA Litigation Hold Module. Legal counsel issues a notice to an organization or to EPA personnel with potentially responsive materials that suspends the normal disposition or processing of records (including electronic records) so that they can be available for discovery.

What is EPA's Litigation Hold Module?

Launched October 1, 2012, the EPA Litigation Hold Module ("Hold Module") provides a uniform method of issuing and tracking litigation holds throughout the Agency. The Hold Module is the official Agency mechanism for issuing litigation holds. The Hold Module allows for the electronic issuance of litigation holds, tracking of recipient acknowledgements of litigation holds, distribution of reminders to acknowledge the hold, periodic notification of the need for continued document preservation pursuant to holds, distribution of questionnaires related to litigation holds for purposes of collection, and release of litigation holds.

For More Information

Please visit the e-Discovery website at:
<http://intranet.epa.gov/ediscovery/>



What are my responsibilities?

Your regular work creates the email messages, documents, and data that may be responsive for litigation or other Agency business. As such, you may be contacted by an attorney to preserve, protect, and provide such information. If you receive a litigation hold request and questionnaire about a specific case, please do not destroy any potentially relevant information, as directed by the litigation hold notice, and follow any specific instructions from the case attorney.

Further questions?

Please visit our Intranet site at: <http://intranet.epa.gov/ediscovery> or contact us at

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